

STATEMENT OF WORK FOR FY 1998 DECENNIAL PAY RATE ECONOMIC MODEL TASK

I. Background and Purpose

In July of 1996 a task order was established between the Bureau of the Census and WESTAT, Incorporated, to develop an econometric model to set optimal pay rates for Census 2000 field enumerators. WESTAT analyzed of cost, progress, and personnel files from the 1990 census, to measure the effect of pay on enumerator recruitment, retention, and productivity.

Early results of that analysis were delineated in the WESTAT Interim Report (dtd June 25, 1997), "Analysis of How to Set Wage-Rates and Other Parameters In Order to Estimate Cost and Successfully Complete the 2000 Non-Response Follow-up." The report detailed a correlation between 1990 census enumerator wages, the U.S. Department of Labor prevailing wage rates, and the recruitment, job retention, and timely completion of task performance of 1990 census enumerators.

In July of 1997, a supplemental Statement of Work, addendum number one, "Decennial Pay Rate Economic Model Task," requested a proposal from WESTAT for additional work to strengthen and refine the Pay rate model. The addendum also requested WESTAT determine specific wage rates for Census Field Offices opening in 1998 for early Census 2000 field operations.

Research and analysis initiated by these WESTAT task orders raised further questions and issues about the relationship of census enumerator wage rates to the ability of the Census Bureau to hire and retain adequate numbers of enumerators to successfully complete Census 2000 on time. Tasks designed to address and analyze these questions and issues are described in this SOW.

II. Statement of Work (SOW)

This 1998 Continuation of the Decennial Pay Rate Economic Model Task will enable WESTAT to develop additional refinements to the pay rate model through further analysis of 1990 census cost, progress, and personnel data files currently in their possession. WESTAT will also be provided with similar administrative and operational data, accumulated during the 1998 Dress Rehearsal (Columbia, South Carolina, and Sacramento, California), for use in their analysis.

The main objective of the tasks within this SOW is to strengthen the methodology for establishing cost effective, and justifiable, enumerator pay rates for all Census 2000 enumerators. The SOW tasks will also address strategies for minimizing risk factors associated with timely completion of nonresponse follow-up .

III. Schedule of Activities and Deliverables

	ACTIVITY	DELIVERABLE	DUE DATE
DRESS REHEARSAL EVALUATIONS	<p align="center">ACTIVITY I</p> <p>Review the DR information system that provides personnel/cost/progress data and plan enhanced system for the 1998 Dress Rehearsal. Recommend ways to augment information system to:</p> <ol style="list-style-type: none"> 1. Provide early warning of trouble with recruitment and retention 2. Permit analysis of DR and 2000 Census NRFU <ol style="list-style-type: none"> a) track tasks with improved operation codes b) examine precisely when enumerators worked 3. Review current plans for data collection, data reporting, and setting key parameters 4. Suggest ways to improve: <ol style="list-style-type: none"> a) estimates of slots needed, recruitment adequacy, adjusting pay b) variables needed for analysis 	<p>DR Report:</p> <p>Sect I</p> <p>Findings of Evaluation and Use of Admin Records</p>	2/6/98
	<p align="center">ACTIVITY II</p> <p>Dress Rehearsal Supplemental Payments:</p> <ol style="list-style-type: none"> 1. Preliminary steps: <ol style="list-style-type: none"> a) determine structure of current pay system b) determine sample size and population to survey enumerators or Crew Leaders who show up for training 2. Develop survey instrument and protocols for pre-NRFU survey 3. Execute pre-NRFU survey <ol style="list-style-type: none"> a) prepare instructions for Census b) collect results, create database c) complete preliminary analysis of results 4) Develop survey instrument and protocols for post-NRFU survey 5) Conduct post-NRFU survey <ol style="list-style-type: none"> a) develop contact list b) conduct survey c) complete preliminary analysis of results 	<p>DR Report:</p> <p>Section II</p> <p>Results of Enumerator Entrance and Exit Surveys</p>	8/31/98
	<p align="center">ACTIVITY III</p> <p>Evaluate Dress Rehearsal pay rates and their impact with respect to recruitment, productivity, turnover, cost, and timeliness for completion of NRFU.</p> <ol style="list-style-type: none"> 1. Compare DR performance to: <ol style="list-style-type: none"> a) 1990 NRFU performance in Columbia and Sacramento b) expectations based on model predictions in all three sites 2. Suggest revisions to procedures for: <ol style="list-style-type: none"> a) setting slots, recruiting, pay-setting b) collecting personnel, cost, and performance data 3. Write-up analysis and suggested changes in an evaluation report for the executive staff. 	<p>DR Report:</p> <p>Section III</p> <p>Evaluate Impact of Wages Calculated As A Percent of Prevailing Wage Rates (Evaluation for Exec Staff)</p>	9/11/98

RISK ANALYSIS	ACTIVITY IV Refine Time and Cost-to-Complete NRFU Model: <ol style="list-style-type: none"> 1. Estimate effect of pay and number of enumerators at work on hours worked and cases completed. 2. Use new parameters to revise pay/cost/timeliness models and produce lower and upper bound estimates. 4. Use office-level data to examine cost and number of offices completing NRFU after 5, 6, . . . 12 weeks as a function of pay, and enumerators working at one time. 5. Evaluate micro differences between salary levels for the various LCO job functions and recommend retaining or eliminating such differences through adjustments in salary supplemental payments. 	Report: Risk Analysis	9/30/98
PAY RATES	ACTIVITY V Determine 1998 prevailing wage rates for LCO jurisdictions by state by Census Region.	File: Prevailing Wages by RCC/State/LCO	3/1/98